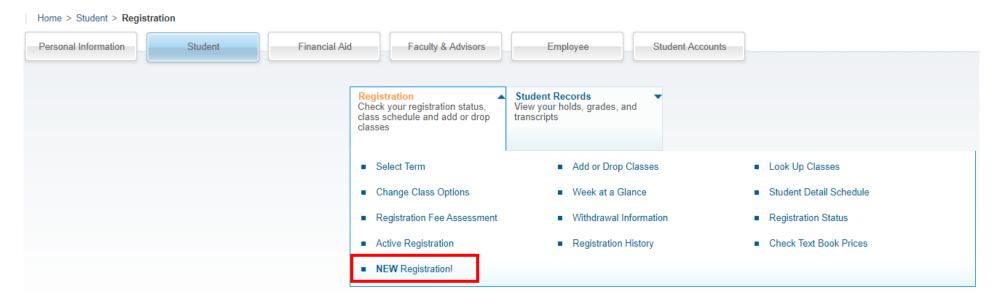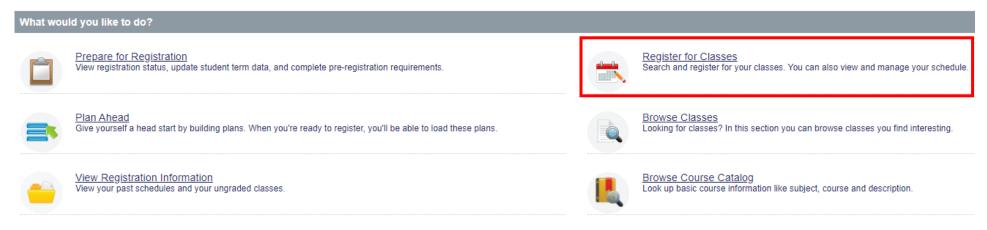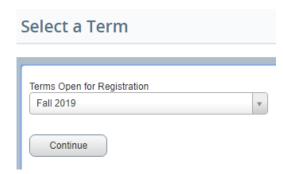# Banner 9 Self-Serve Registration

- After the student logs in to Self-Serve, they will go to Student → Registration → **NEW** Registration!

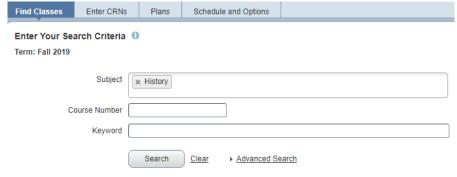| Home > Student > **Registration** |

| Personal Information | Student | Financial Aid | Faculty & Advisors | Employee | Student Accounts |

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, and transcripts

- Select Term
- Change Class Options
- Registration Fee Assessment
- Active Registration
- **NEW** Registration!

- Add or Drop Classes
- Week at a Glance
- Withdrawal Information
- Registration History

- Look Up Classes
- Student Detail Schedule
- Registration Status
- Check Text Book Prices

- The student will select Register for Classes and then select the term.

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

Select a Term

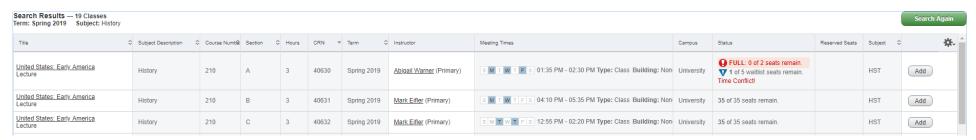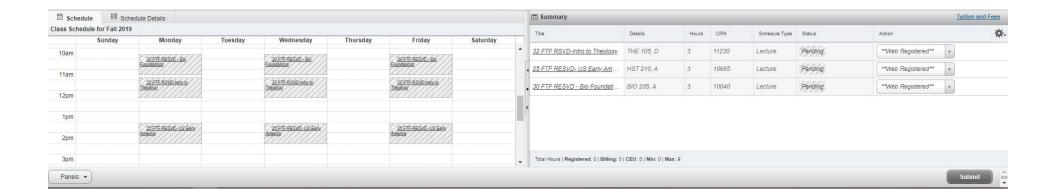**Terms Open for Registration**

Fall 2019

[Continue]

- The student will be prompted for their alternate pin number after selecting the term.
- Students can search for classes using various criteria (The example below shows a student adding HST 210A, US: Early America, to their schedule). Select a subject from the drop down. Students can type in the course number or leave blank—leaving this field blank will pull up every course in that subject area. Click Search.

Find Classes	Enter CRNs	Plans	Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject: [× History]

Course Number: [   ]

Keyword: [   ]

[Search]   Clear   ▸ Advanced Search

- The results display all necessary course information, and also displays if there are courses that conflict with their current schedule. This view also indicates if the course is closed and any pertinent waitlist information.

Search Results — 19 Classes
Term: Spring 2019   Subject: History   [Search Again]

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Reserved Seats	Subject	
United States: Early America Lecture	History	210	A	3	40630	Spring 2019	Abigail Warner (Primary)	S M T W T F S 01:35 PM - 02:30 PM Type: Class Building: Non University	University	⚠ FULL: 0 of 2 seats remain. ▽ 1 of 5 waitlist seats remain. Time Conflict!		HST	[Add]
United States: Early America Lecture	History	210	B	3	40631	Spring 2019	Mark Eifler (Primary)	S M T W T F S 04:10 PM - 05:35 PM Type: Class Building: Non University	University	35 of 35 seats remain.		HST	[Add]
United States: Early America Lecture	History	210	C	3	40632	Spring 2019	Mark Eifler (Primary)	S M T W T F S 12:55 PM - 02:20 PM Type: Class Building: Non University	University	35 of 35 seats remain.		HST	[Add]

- When a student has determined which section to register for, they will select Add on the right-hand side.
- Students can continue to search and add until they have selected their desired courses.
- Prior to clicking Submit, all course information will appear grey.

Title	Details	Hours	CRN	Schedule Type	Status	Action	
32 FTF RSVD-Intro to Theology	THE 105, D	3	11230	Lecture	Pending	**Web Registered**	▾
25 FTF RESVD- US Early Am...	HST 210, A	3	10685	Lecture	Pending	**Web Registered**	▾
30 FTF RESVD - Bio Foundati...	BIO 205, A	3	10040	Lecture	Pending	**Web Registered**	▾

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 9

- After submitting the courses listed, the Status column will update to *Registered* or will display that there is an error preventing registration.
- **All registration errors will appear in the upper right-hand corner. All courses with errors will populate red after the Submit button is clicked.

- A new feature of registration is the ability to be added to a virtual waitlist. Not all courses will be using waitlists.
- If a student attempts to register for a course when the section is full, it will highlight in red and an error will pop up in the upper right-hand corner of their screen. The student will then need to decide to either remove the course or to be Wait-Listed.
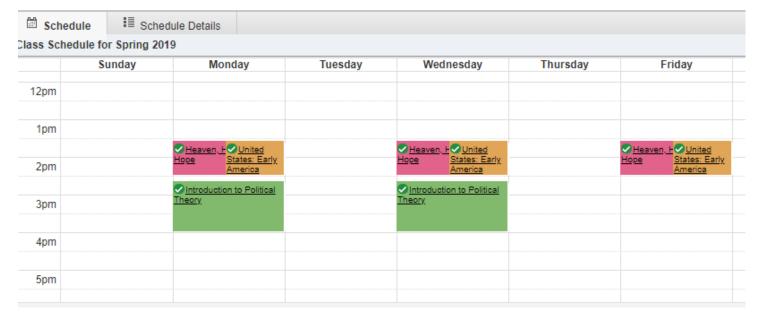

Title	Details	Hours	CRN	Schedule Type	Status	Action	
United States: Early America	HST 210, A	3	40630	Lecture	Errors Preventing Regist...	Remove ▲	
Heaven, Hell and Hope	THE 371, A	3	41207	Lecture	Registered		
Introduction to Communication...	CST 101, A	3	40351	Lecture	Registered		

Remove
Web Registered
Wait-Listed

HST 210 CRN 40630: Time conflict with CRN 41207

HST 210 CRN 40630: Closed - 4 Waitlisted

- Prior to being added to the waitlist, the course appears grey.

- The course appears more clearly once added to the wait list. Currently, there is not a difference in colors between a wait listed course and a course the student has successfully registered for.

- Once the student has registered to be on the waitlist, the only option available on Self-Serve is to drop the course. If the department has selected a student to register for the course, they will need to obtain a Closed Course form and bring it to the Registrar's Office along with a Drop/Add form.

▦ Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙▾
Heaven, Hell and Hope	THE 371, A	3	41207	Lecture	*Registered*	None ▾	
Introduction to Communication...	CST 101, A	3	40351	Lecture	*Registered*	None ▾	
Introduction to Political Theory	POL 203, A	3	41054	Lecture	*Registered*	None ▾	
United States: Early America	HST 210, A	0	40630	Lecture	*Waitlisted*	None ▲	
US: Modern America	HST 211, A	0	40633	Lecture	*Waitlisted*	**None** / Drop Web	

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

- Students have until 4:30pm on the first Friday of the semester to make changes to their schedule via Self-Serve.
- The last day to add or drop a course (without receiving a W) either online or in person is the first Friday after the semester starts.

**Full view of page in Self-Serve registration

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Enter Your Search Criteria ⓘ

Term: Spring 2019

Subject: ☒ Dance

Course Number:

Keyword:

[Search] Clear ▸ Advanced Search

| 🗓 Schedule | ☰ Schedule Details |

Class Schedule for Spring 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			✓US: Modern America		✓US: Modern America		
9am		✓Introduction to Communication Studies		✓Introduction to Communication Studies		✓Introduction to Communication Studies	
10am							
11am			✓Jazz and Modern		✓Jazz and Modern		
12pm							
1pm							
2pm		✓Heaven, H... Hope ✓United States: Early America		✓Heaven, H... Hope ✓United States: Early America		✓Heaven, H... Hope ✓United States: Early America	
3pm		✓Introduction to Political Theory		✓Introduction to Political Theory			

☰ **Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Jazz and Modern	DNC 315, A	2	40394	Lecture	Registered	None ▾
Heaven, Hell and Hope	THE 371, A	3	41207	Lecture	Registered	None ▾
Introduction to Communication...	CST 101, A	3	40351	Lecture	Registered	None ▾
Introduction to Political Theory	POL 203, A	3	41054	Lecture	Registered	None ▾
United States: Early America	HST 210, A	0	40630	Lecture	Waitlisted	None ▾
US: Modern America	HST 211, A	0	40633	Lecture	Waitlisted	None ▾

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18